

## Town of Harpswell Fire Administrator Job Description

### GENERAL SUMMARY:

The Fire Administrator shall provide management, staffing, and support to maintain the Town of Harpswell Municipal Firefighter (FF) coverage in support of Town-wide firefighting and EMS coverage during designated hours. The Fire Administrator shall be responsible for recruiting, making recommendations for hiring, and scheduling of Town staff to cover planned shifts including training. The Fire Administrator shall also be responsible for coordinating and providing Town support for the three Volunteer Fire Associations; for Town record-keeping, reporting and standards compliance; and for working as a FF providing Town-wide coverage during designated shifts.

*This is planned as a full time position with benefits and it is normally expected that this position will cover a minimum of two (2) shifts per week.*

### ESSENTIAL JOB FUNCTIONS:\*

- Acts as a Firefighter and responds to fire and emergency calls during assigned shifts.
  - Coordinates and manages staffing for Town provided Firefighters under the direction of the designated Department Head. This will normally include the first line of recruiting, interviewing and qualifications assessment of potential hires.
  - Acts as the main point of contact with respect to Town provided fire and rescue services.
  - Implements Maine State Bureau of Labor standards requirements for municipal firefighters, including administration of the Respiratory Protection Plan, Exposure Control Plan, Infection Control Policy, Hazard Communications Plan, Turnout Gear Inspection, and other mandates.
  - Provides and maintains the necessary documentation required to ensure that the Town and its municipal firefighters are operating within the established guidelines of various State and Federal regulatory agencies.
  - Coordinates and Manages Town Fire activity purchasing in accordance with Town policy, including recommending budget items, obtaining prices, approving invoices, and ensuring compliance with budget. Assists in the preparation of budgets and estimates for Town Fire equipment. Maintains Town equipment and items, and issues firefighter personal protective equipment (PPE), radios, etc. and performs SCBA and respirator mask fit-testing. Ensures programming and manages Town radio equipment as required. Arranges for the repair of equipment items and maintains equipment maintenance records. Maintains necessary inventory records.
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- Assists the volunteer companies in efforts to recruit new members and in the initial intake process. Provides, as needed, new member orientation, new hire paperwork, and assists with training. Assists in training volunteer firefighter members on annual mandatory training topics.
  - Provides necessary training to Town Employees and Town volunteers including driving, equipment and BLS requirements.

- Maintains medical and training records for municipal firefighters and notifies applicable staff members and supervisors of unmet training requirements or medical evaluations. Prepares and files firefighter injury reports and worker's compensation claims.
- Assists as needed in general maintenance work required for the upkeep of fire facilities and equipment.
- Acts as Town Fire Warden.
- May be appointed by the Board of Selectmen as the Town's Emergency Management Agent.
- Performs any further related duties assigned by the Department Head and/or Town Selectmen.

#### EDUCATION & EXPERIENCE:

High school diploma or equivalent and a minimum of three to five years of progressively responsible related experience in both administration and firefighting; or any equivalent combination of education and experience. Associate's Degree or two-year college certificate preferred.

#### LICENSES & CERTIFICATIONS:

- Minimum of Maine Fire Training & Education (MFTE) Firefighter I Certification or equivalent training. Firefighter II Certification is desirable. Must be able to complete annual BLS requirements successfully.
- Valid State of Maine driver's license, or ability to obtain by time of hire, with no extensive motor vehicle record in Maine or any other state. Must have completed an approved EVOC or have a CDL (Commercial Driver's License). Revocation of any required license may result in future disciplinary action.

#### KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of and ability to apply standard firefighting, first aid, hazardous materials, and fire prevention techniques. Knowledge of and ability to operate firefighting equipment. Ability to think clearly and act effectively in emergency and stressful situations.
- Ability to drive and operate firefighting apparatus including manual transmission vehicles.
- Ability to operate radio equipment.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records. Knowledge of record retention regulations.
- Excellent interpersonal and customer service skills.
- Ability to work cooperatively as a team member and participate in creating a positive and constructive work environment for everyone; willingness to support and assist other staff members and to take responsibility for contributing to the success of and the program for the Town.
- Excellent written and verbal communication skills,

- Shall maintain confidential information.
- Ability to work with a high level of detail; ability to efficiently manage time and organize work; ability to prioritize multiple tasks and deal effectively with interruptions.
- Ability to follow verbal and written instructions.
- Ability to effectively operate computers and software necessary for the performance of job duties, including Microsoft Office, I Am Responding Alert System, Maine State Fire Reporting system, and others as required.

## SPECIAL REQUIREMENTS

- Must be at least twenty-one years of age.
- Must not have any felony convictions or other disqualifying criminal histories. Must be physically capable of interior firefighting activities and pass a complete pre-employment medical examination.
- Must pass volunteer fire associations' vehicle check ride.

\* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.